**IEEE P3400 Working Group Meeting
Draft Minutes
18 January 2024**

**2100 – 2255 UTC
Remote by Webex**

*Meeting Minutes recorded by Kerry Blinco (WG Secretary)*

1. **Call to Order**

The meeting was called to order at 21.00UTC by Working Group Chair, Robby Robson.

1. **Introductions and Affiliation Declarations**

Attendance recorded by Attendees in the IEEE attendance tool <https://imat.ieee.org/my-site/home> and by report from Webex. A list of attendees is attached.

Attendees who are unable to record their attendance in iMat should contact Kerry Blinco (kerry.blinco@iinet.net.au), WG Secretary, by email.

1. **Approval of Agenda**

Presentation by James Gilb added to the agenda as item 8.

Moved by Heribert Schorn, seconded by Clint Chaplin that the amended agenda be approved.

The amended agenda was approved by unanimous consent.

1. **Approval of the 18 August Meeting Minutes.**

The minutes of the 18 August Meeting were reviewed.

Moved by Clint Chaplin, seconded by Heribert Schorn that the minutes be approved.

The minutes were approved by unanimous consent.

1. **IEEE Policies Review**
	* IEEE Call for Patents - <https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>

The call for patents was issued. None raised.

* + IEEE SA Copyright Policy - [https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-WG-meetings.potx](https://standards.ieee.org/wp-content/uploads/import/documents/other/Participant-Behavior-Individual-Method.pdf)

The copyright policy slides were presented.

* + IEEE SA Participation - <https://standards.ieee.org/wp-content/uploads/import/documents/other/Participant-Behavior-Individual-Method.pdf>

The participant behaviour individual method slides were presented.

1. **Chair’s comments. Robby Robson, WG Chair**
* The Chair thanked everyone for the work that has been done on the comment resolution process, and particularly Annette Reilly, the Technical Editor.
* Noted that the first ballot did not succeed and there are a lot of comments to be resolved.
* There will need to be a recirculation ballot, and to give the recirculation ballot the best chance of success, any issues should be raised and dealt with as soon as possible.
1. **Presentation of outcome of Ballot Comment Resolution Process** – Technical Editor Annette Reilly

The Technical Editor presented an overview of the Ballot outcomes and the Ballot Comment Resolution process and recommendations.

The presentation is available on iMeet <https://ieee-sa.imeetcentral.com/p/aQAAAAAFFd2C>

1. **Membership and meeting announcements**.

Several questions were raised about membership status and meeting announcements. It was agreed to take these offline with the Jodi Haasz, the IEEE Staff member.

1. **Presentation**– James Gilb

James Gilb made a presentation titled P3400 Critical Missing Pieces. The presentation is available on iMeet <https://ieee-sa.imeetcentral.com/p/aQAAAAAFFdXj>

1. **Scope and PAR**

There was discussion about the differences in the scope in the draft standard and in the approved PAR.

The scope in the draft standard is: This standard provides requirements and recommendations for technical terminology and communications in the English language that are more inclusive. These requirements and recommendations apply to technical information in communications, such as standards, policies, plans, procedures, reports, specifications, machine-readable languages, and other forms of human-readable technical communications. This standard includes requirements for the process of identifying and replacing non-inclusive and deprecated terms. This standard identifies deprecated terms and recommends standardized and acceptable replacements.

Moved by Annette Reilly, seconded by Davis Michel that a PAR modification to match the scope in the current draft of the standard (Draft 3) be submitted to NesCom.

The motion was approved by unanimous consent.

1. **Ballot Comments Resolutions**

Moved by Annette Reilly, seconded by Heribert Schorn that the P3400 Working Group approves the initial ballot comments resolutions, public comment resolutions, and non-ballot comment resolutions.

The motion was subject to a roll call ballot. The amended motion was approved with 6 Approval votes, 1 negative vote and 1 Abstention.

1. **Recirculation Ballot**

Moved by Annette Reilly, seconded by Heribert Schorn that the current draft (draft 3) be submitted for a 30-day re-circulation ballot.

Moved by Clint Chapman, seconded by Don Wright that the motion be amended by appending the text “contingent on Standards Board (SASB) approval of the revised PAR”.

The motion to amend the resolution was approved by unanimous consent.

The amended motion (that the current draft (draft 3) be submitted for a 30-day re-circulation ballot contingent on Standards Board (SASB) approval of the revised PAR)

was approved by unanimous consent.

1. **Future Meetings**

Meetings were tentatively scheduled for:

* 4 April 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC (if required)
* 9 May 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC (after close of recirculation ballot.
1. **Adjourn.**

**The Chair adjourned the meeting at 22:55 UTC.**

**Attendees:**

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| Name | Affiliation |
| Kerry Blinco | Self |
| Clint Chaplin | Self |
| James Formea | Eaton Corporation |
| James Gilb | General Atomics Aeronautical Inc |
| Jodi Haasz | IEEE Staff |
| Stacey Della Valle | Nokia |
| Austin Johnson | Eaton |
| Steve Klecker | Self |
| Mallory Knodel | Center for Democracy & Technology |
| David Michel | Self |
| Cam Possani | Self |
| Annette Reilly | Self |
| Robby Robson | Eduworks Corporation |
| Heribert Schorn | Institute for International Product Safety GmbH |
| Caroline Treuthardt | UL Standards & Engagement |
| Don Wright  | Apple |